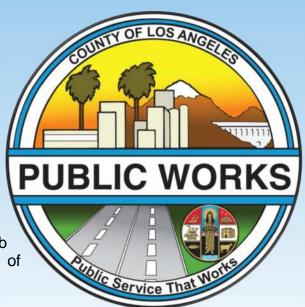# General Information

Q. How do I apply for a DPW job?

A. Visit the Department of Public Works website www.dpw.lacounty.gov and click on *"About Us"* and then click on "*Careers*".

B. DPW 24 hour job hotline (626) 458-3926

C. For all other Countywide job opportunities visit the Department of Human Resources at: http://dhr.lacounty.info

Q. What requirements must I meet for my application to be accepted?

A. To qualify you must meet the requirements listed on the posted job bulletin.

Q. Will a resume be accepted in place of my application?

A. No, resumes are not accepted in place of your application. You are required to complete an application to provide more detailed information such as job title, exact dates on the job and hours worked per week with each employer, salary, number supervised, etc. You may attach your resume to your application.

Q. Why do I have to include my Social Security Number on the application?

A. Your Social Security Number (SSN) is your unique identifier and it is required for processing your application, please enter your SSN correctly. Using an incorrect number will cause delays.

Q. What do I do if I want to change my mailing (home) address, or telephone number?

A. Please fill out the "*Change of Address Form*" and submit it to 900 South Fremont Avenue, Lobby Floor, Attn: Exams Unit, Alhambra, CA 91803.

Q. Can I get notified when a job I am interested in opens?

A. Yes, you must create an account in the online application system (email address/user name, password, and security question). Remember your user ID/email address and password; you will need them when you apply.

Q. I want to apply for several of the jobs listed. Do I need to fill out a separate application for each job?

A. Yes, every application is evaluated separately based on the job for which you are applying. It is, therefore, necessary to turn in separate application for each job classification.

Q. If I apply to an exam online how can I find out where I am in the exam process?

A. You will be able to see your exam status online once you log into your online account at the Welcome Page. Once you are logged on, click on the 'Job Submission Status' link.

Veteran's Credit

Q. If I am a veteran, can I receive veteran's credit?

A. Yes, but only when you receive an overall passing score on an Open Competitive (open to the general public) exam, you may be eligible to receive additional points. To receive this credit, you must submit a copy of your DD214 at the time of application, verifying your dates of service and honorable discharge:
- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

Q. How do I add an attachment to my application?

A. From the Attachment section of the application, you can attach any of the listed items.
   a. Click the "Browse" button,
   b. Look for and select your file you want to attach and click on "Open",
   c. Click the "Upload" button,
   d. Under "Category" from the drop down menu – select document type,
   e. Repeat **a.** through **d.** to attach additional attachments (you can upload up to 15 attachments of up to 5 megabytes each,
   f. Click the "Next" button to go to the next screen.

ADA Accommodations

Q. If I am disabled and want to participate in an examination, how does Los Angeles County accommodate my special needs?

A. We provide reasonable testing accommodations for applicants with disabilities. Check the job announcement for the number to contact to request Americans with Disabilities Act (ADA) reasonable accommodations.